

Message

From: Chalfant, Mark [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8C1D644333F94EA2AFF756BE6469E5AD-CHALFANT, MARK]
Sent: 11/12/2015 3:08:20 PM
To: Zaynard, Sue [Zaynard.Sue@epa.gov]
CC: Wilder, Scott [Wilder.Scott@epa.gov]
Subject: Anaconda/ARCO-Transmittal Letter
Attachments: ARCO_SPIDERdisk_cover_ltr_2015.11.12.doc; ARCO_AGRMT-CBI-EXECUTED_2015.11.10.pdf

Sue,
Scott asked me to coordinate with you today regarding sending counsel for ARCO the back-up cost documentation which the company requested. Attached please find:

1. Draft cover letter (please add certified mail or other tracking number)
2. Enclosure: confidentiality agreement (pdf file)

Scott informed me that you have the disk which also needs to be enclosed with the cover letter.

Please let me know when I should stop by to sign the cover letter. I'm in a meeting from 9 to 10 today.

Thanks,
Mark

Mark A.R. Chalfant

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